



This brochure is a brief explanation of the reasonable accommodation process open to any employee with a disability. It should not be used as an authoritative guide.

Employees, managers and supervisors should contact the Equal Employment Opportunity office and the Reasonable Accommodation Point of Contact Jet Roa at 619.532.2457 with any questions.

EEO Office Points of Contact

Richard Hickman
Deputy EEO Officer
Phone: 619.532.3153
Email: richard.hickman@navy.mil

Jet Roa
Reasonable Accommodation POC
Phone: 619.532.2457
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Further information can be obtained on the NAVFAC SW portal:

<https://portal.navfac.navy.mil/portal/page/portal/navfacsw>



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Reasonable Accommodation



What is a Reasonable Accommodation?

A reasonable accommodation (RA) is an alteration to the work environment or any assistive device that allows a qualified individual with a disability to enjoy an equal opportunity to perform the essential functions of his or her position.



What is the Reasonable Accommodation Process?

The reasonable accommodation process is the method by which employees with a disability requests an assistive device or change in their working environment and the steps taken to provide that accommodation.

The request for an accommodation should be directly related to the barrier posed by their disability. Agencies are required to make a reasonable accommodation (RA) to a qualified individual with a disability to provide an equal opportunity to perform his or her duties at the same level as their co-workers without a disability.

How Do I Request a Reasonable Accommodation?

An individual with a disability seeking a RA should first contact their supervisor, or the RA POC, either orally or in writing.

Regardless of whether the initial request is oral or written, a supervisor must supply and the employee must complete and return a Reasonable Accommodation Request form.

Do I need to provide medical documentation?

It depends on the employee's disability. Obvious disabilities (an amputation, blindness, deafness) will probably not require medical documentation.

How long does the Reasonable Accommodation Process take?

The process should not take more than 30 days from the initial request to determine if an employee can be accommodated in his or her present position. However, depending on the request, the process may take longer.

What a Reasonable Accommodation Is and Is Not

Any request for an accommodation should be directly related to the barrier posed by the individual's disability and their need for the accommodation to perform the essential functions of his or her position to the same standards as their co-workers.

A Worker's Compensation claim and a Reasonable Accommodation request are two separate processes.

Worker's Compensation is for work related injuries only.

A Reasonable Accommodation request is to provide equal opportunity to a qualified employee with a disability regardless of its origin.

A Reasonable Accommodation request is not an entitlement. Any request should have a direct nexus between the employee's disability and his or her *need* for the accommodation to enjoy an equal opportunity to perform the essential functions of his or her position.

Example of a Reasonable Accommodation

Judy is a deaf individual working in accounting. Her cochlear implant and hearing aid allow her to understand speech but she has a very difficult time understanding speech through a phone.

Judy asks her supervisor, if she could obtain a phone for the deaf similar to the one she uses at home for her work station. At this point the RA process begins. Her supervisor should immediately contact the RA POC.

Judy completes a reasonable accommodation request form she receives from the RA POC. She may return it to her supervisor or to the RA point of contact.

At any time Judy is free to contact the RA POC regarding the progress of her request. Judy must participate in any interactive discussions to ensure she receives the RA she needs.

The NAVFAC SW POC for a Reasonable Accommodation Request Is:

Jet Roa

619.532.2457

jetrex.roa@navy.mil